

## Warren County Board of Supervisors

**Committee: Human Services**

**Date: April 26, 2013**

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**Committee Members Present: Others Present:**

Supervisors Strainer	Chris Hunsinger, Director, Employment & Training Administration
Girard	
Frasier	Sharon Sano, Senior Counselor, Employment & Training Administration
Sokol	Christie Sabo, Director, Office for the Aging
Wood	Kevin B. Geraghty, Chairman of the Board
Loeb	Joan Sady, Clerk of the Board
Vanselow	JoAnn McKinstry, Assistant to the County Administrator
	Frank Thomas, Budget Officer
	Supervisors Mason
	McDevitt
	Taylor
	Don Lehman, <i>The Post Star</i>
	Thom Randall, <i>Adirondack Journal</i>
	Nicole Livingston, Second Deputy Clerk

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Mr. Strainer called the meeting of the Human Services Committee to order at 11:00 a.m.

Motion was made by Mr. Vanselow, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, Director of the Employment & Training Administration (ETA), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Agenda review, Mr. Hunsinger presented a request to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$4,050 to reflect receipt of Federal funds to reimburse training for dislocated workers through the Trade Adjustment Act.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to approve the request to amend the 2013 County budget as outlined above, and to refer the same to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Item 2 on the Agenda, Mr. Hunsinger said, was a request for authorization for himself and Sharon Sano, Senior Counselor, Employment & Training Administration, to attend the 2013 NYATEP Policy & Research Symposium Spring Conference in Syracuse, New York on May 21-22, 2013.

Motion was made by Mr. Sokol, seconded by Mrs. Wood and carried unanimously to authorize attendance at the 2013 NYATEP Policy & Research Symposium Spring Conference

in Syracuse, New York on May 21-22, 2013 as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

Mr. Hunsinger presented the WIB (Workforce Investment Board) budget for the period July 1, 2013 to June 30, 2014 and requested approval of such, as well as authorization for the Chairman of the Board of Supervisors to execute the Saratoga-Warren-Washington WIB Memorandum of Understanding cost allocation plan for the same period.

Motion was made by Mrs. Wood, seconded by Mr. Vanselow and carried unanimously to approve the WIB budget for the period July 1, 2013 to June 30, 2014 and provide authorization for the Chairman of the Board of Supervisors to execute the Saratoga-Warren-Washington WIB Memorandum of Understanding cost allocation plan for the same period. The necessary resolution was authorized for the May 17, 2013 Board meeting and a copy of the resolution request form is on file with the minutes.

Chairman Geraghty entered the meeting at 11:07 a.m.

Next, Mr. Hunsinger presented a request to authorize the Chairman of the Board to execute the Local Plan for the Saratoga-Warren-Washington WIB, as required by each of the participating counties.

Motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the May 17, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Hunsinger provided a report on the Youth Work Crew. He requested authorization to host the OSHA (Occupational Safety & Health Administration) Training for Youth Work Crew at the ETA Office on May 3, 2013 and May 6, 2013.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to approve the request to host the OSHA Training for Youth Work Crew as outlined above. The request to Host Meeting or Convention form is on file with the minutes.

Mr. Vanselow commented that this group of youths had worked in the Town of Johnsbury a few times and he acknowledged they were good, hard workers and added that he really appreciated having them work in his Town.

Mr. Hunsinger requested authorization to host the Summer Youth Employment Program Orientation at the ETA Office the week of June 24, 2013.

Motion was made by Mrs. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request to host the Summer Youth Employment Program Orientation as outlined above. The request to Host Meeting or Convention form is on file with the minutes.

Mr. Hunsinger presented a request for a contract with WSWHE BOCES for the Summer Youth Employment Program. He noted the contract amount totaled \$15,600 and was for the Operation Food Chain that BOCES conducted each year. He recognized the resolution

request form was inadvertently left out of the Agenda packet. Mr. Strainer asked if the contract amount was the same as last year and Mr. Hunsinger replied the amount had increased due to the execution of a new Union contract that had increased salaries. Mr. Strainer expressed his concern with approving the request at this time, noting he would like to review the information in print prior to approval.

Mr. Loeb asked for an explanation as to the funding source for the aforementioned contract. Mr. Hunsinger informed their budget was comprised of Federal funds; however, he said, they operated on a program year that began July 1. Ms. Sano added they would also be receiving TANF (Temporary Assistance for Needy Families) funds through the State to supplement the Summer Youth Employment Program. She noted the eligibility criteria of the youth that were on the Operation Food Chain determined how the money was distributed. For example, Ms. Sano said, if 90% of the youth were TANF eligible, 90% of the money would come from the TANF funds and the remaining 10% would come from the WIB funds.

Motion was made by Mr. Girard, seconded by Mr. Loeb and carried unanimously to table the request for a contract with the WSWHE BOCES for the Summer Youth Employment Program until the next Committee meeting.

Concluding the Agenda review, Mr. Hunsinger advised he had included a request for a transfer of funds between various codes to close out old grants; however, he stated, the Treasurer's Office had advised him the transfer was not needed.

Ms. Sano distributed the 2012 Youth Employment Program Newsletter to the Committee members, a copy of which is on file with the minutes. She mentioned the work crew began in late April and they worked Mondays, Wednesdays and Fridays. Chairman Geraghty echoed Mr. Vanselow's earlier comments about the work crew and remarked they had been working in Warrensburg and they were punctual and hard workers.

Privilege of the floor was extended to Christie Sabo, Director of the Office for the Aging (OFA), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Commencing the Action Agenda review, Ms. Sabo announced the Coordinator of Services for the Aging was retiring after twenty-seven years of service and she planned to fill that position through promotion, as well as to backfill any other vacancies created by promotion. She presented the following requests to fill vacant positions:

- 1- Coordinator of Services for the Aging, annual salary of \$50,477, due to retirement;
- 2- Specialist, Services for the Aging, annual salary of \$37,994, due to promotion;
- 3- Aging Services Assistant, annual salary of \$26,288, due to promotion; and
- 4- Typist, annual salary of \$24,215, due to promotion.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to approve the four requests to fill vacant positions as outlined above, and to refer the same to the Personnel Committee. Copies of the Notices of Intent to Fill Vacant Position forms are on file with the minutes.

Ms. Sabo presented a request for a new contract with Language Line to fulfill the NYSOFA (New York State Office for the Aging) mandate for LEP (Limited English Proficiency) service requirements, commencing June 1, 2013 at a rate of \$0.75 per minute. She pointed out this was a new requirement covered under State contract, and there was no cost unless they needed the service.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to approve the request for a new contract as outlined above, and the necessary resolution was authorized for the May 17, 2013 Board meeting. A copy of the resolution request form is on file with the minutes.

Ms. Sabo presented a request for a transfer of funds in the amount of \$5 due to an accounting error.

Motion was made by Mr. Girard, seconded by Mrs. Wood and carried unanimously to approve the request for a transfer of funds as outlined above, and to refer the same to the Finance Committee. A copy of the Transfer of Funds request form is on file with the minutes.

Ms. Sabo presented a request for authorization for herself and three employees to attend the Aging Concerns Unite Us (ACUU) conference in Albany, New York on June 4 and 5, 2013.

Motion was made by Mr. Loeb, seconded by Mrs. Wood and carried unanimously to approve the request to attend a conference as outlined above. A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.

As there was no further business to come before the Committee, on motion made by Mr. Loeb and seconded by Mrs. Frasier, Mr. Strainer adjourned the meeting at 11:29 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk